

## **INSTRUCTIONS REGARDING THE USE OF LAPTOP COMPUTERS FOR THE JULY 2005 CALIFORNIA BAR EXAMINATION**

Applicants wishing to use laptop computers must apply online or download the application, select a laptop computer test center, pay the additional **non-refundable** fee, and download the designated software and become certified to use it by the published deadline. This includes applicants with disabilities who wish to use their own computers to take the examination. Applicants preliminarily assigned to laptop test centers must be certified no later than July 1, 2005, 3:00 p.m. (Pacific Daylight Savings Time). If you do not become certified by July 1, 2005, you will not be allowed to use your laptop computer during the examination and notice of your new test center will be sent.

SofTest™ software by ExamSoft will be used during the written portions of the examination, which for the standard examination schedule will be on Tuesday, July 26, 2005 and Thursday, July 28, 2005.

Applicants may register and become certified to use the designated software beginning April 15, 2005 or seven (7) days after submission of the application to take the examination, whichever day is later. Final assignment to a laptop test center will be done on a first-certified, first-final assignment basis. Applicants who are preliminarily assigned to laptop test centers but who do not complete the certification process on or before July 1, 2005, will be assigned to the nearest writing test centers that still have space available. Applicants who are not permitted to use their laptop computers because they did not download the specified software by the published deadline and/or who withdraw their request to use laptop computers will not be entitled to a refund of the laptop fee.

The Multistate Bar Examination (MBE) portion of the examination is not available on computer. Do not bring your laptop computer to the MBE portion of the examination, which for the standard examination schedule will be on Wednesday, July 27, 2005. You must take your laptop computer home after the Tuesday afternoon session and bring it back to the test center on Thursday morning.

Following certification by ExamSoft, the State Bar's Office of Admissions will forward confirmation of your permanent assignment to a laptop test center. If you decide to request a test center change, the Los Angeles Office of Admissions must receive your request no later than June 15, 2005. Following receipt of the request, you will be assigned to the requested test center if space is available.

**It is your responsibility to be familiar with the software, as technical support will not be provided before or during the examination session.**

On the first day of the examination, those using laptop computers at laptop test centers must be seated no later than 8:30 a.m., at which time instructions for getting your laptop computer ready to use will begin. You should plan to arrive at the test center at least 15 minutes prior to that time so that you can find your seat and get comfortable. General instructions regarding administration of the examination will commence

promptly at 8:45 a.m. If your laptop computer is not ready to begin at the designated time, you must begin the examination by handwriting. **NO** extra time will be provided to ensure that a laptop computer is ready to be used before the examination session begins, and technical assistance will not be available.

**Do not bring your laptop computer for inspection the Monday before the first day of the examination,** as it does not need to be inspected prior to the beginning of the examination.

**In the event a software, hardware or power failure occurs before or during administration of the examination, you will be required to handwrite your answers to the examination. Applicants will not be permitted to use typewriters or word processors as backups.**

### **ExamSoft - General Information**

**What is ExamSoft?** To ensure the security of the examination process, applicants are required to use the SofTest™ software by ExamSoft to take the bar examination using laptop computers. The program provides a simple word processing program and is designed to be familiar to users of WordPerfect or Microsoft Word. It blocks access to non-SofTest files on an applicant's laptop computer during administration of the examination. Examinations taken with SofTest are saved on the laptop computer's hard drive and stored on specially formatted 3½" floppy disks, which will be provided by the proctors before the beginning of each session. Examination questions will be distributed in hard copy just before the beginning of each examination session and are not on disk.

To use a laptop computer during administration of the examination, applicants must be willing to do the following:

- Have a laptop computer with a floppy disk drive;
- Bring a laptop computer that has ExamSoft's SofTest software installed and registered, and have become certified to use the software by the deadline of July 1, 2005;
- Have an IBM compatible laptop computer with the following minimum specifications: a Pentium 200 Mhz CPU or faster, 50 megabytes of free hard disk space, at least 64 Mb of RAM, a Windows 98, ME, 2000 Pro. or XP (Home, Pro or Table PC) Operating System, and Internet Explorer 5.0 or higher;
- Have experience working with the laptop computer and the software prior to administration of the examination; and,

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- Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the laptop computer, software, disks or other technical difficulties; and,
- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or laptop computer is not working, and that the Committee assumes no liability in the event there is a malfunction of the software or equipment, etc.

External keyboards and equipment such as a mouse and floppy disk drive are allowed; however, **the use of keyboards or other equipment that are wireless will not be permitted.**

**Applicants may begin to get certified April 15, 2005 or seven (7) days after submission of the application to take the examination, whichever day is later.**

**REGISTERING WITH EXAMSOFT AND INSTALLING THE SOFTWARE:** Sign up, installation and certification with ExamSoft will begin April 15, 2005, and must be completed no later than 3:00 p.m. (Pacific Daylight Savings Time) July 1, 2005. To begin the process, go to the special ExamSoft Custom Home Page website for California Bar Examination applicants only, which is located at: [www.examsoft.com/calbar](http://www.examsoft.com/calbar).

The procedure is as follows:

- Visit [www.examsoft.com/calbar](http://www.examsoft.com/calbar)
- Click Exam Takers
- Log in using your Social Security Number as your Applicant ID and last 6 digits of Social Security Number as your password
- Download SofTest
- Take the Qualification Exam
- Receive Certification

You must download SofTest from ExamSoft, even if it was previously installed for law school or for a previous bar examination.

The address for the SofTest software used for the July 2005 administration of the California Bar Examination cannot be accessed through ExamSoft's Home Page. All applicants intending to use their laptop computers must begin the SofTest certification process through [www.examsoft.com/calbar](http://www.examsoft.com/calbar). Your laptop computer can have *both* a

registered copy of the Academic and Bar Edition versions of SofTest at the same time. Registering the Bar Edition of SofTest on your laptop computer for the bar examination will not interfere with using SofTest for your law school final examinations. If you have a registered copy of both the Bar Edition and Academic versions of SofTest on the same laptop computer, you will have two shortcuts on your Windows Desktop; SofTest and SofTest - Bar Edition. Additionally, your SofTest Start Window (the first window that appears after launching SofTest) will have the option of switching between the "Bar Edition" and "Academic" versions of SofTest at the beginning of your examinations.

You cannot copy the ExamSoft program from one laptop computer to another. For example, do not download the software to a desktop computer and try to manually move it to your laptop computer. You may, however, download and register SofTest on more than one laptop computer if you wish to have one as a backup. Backup laptop computers may not be brought into the examination room and they may not be used after a session has started; they may, however, be used for the next session if there is one. If you choose to download SofTest onto a second laptop computer, follow the same procedures as you did on the first laptop computer as described above.

**ExamSoft will e-mail you a confirmation that you successfully completed the certification process. Confirmation will also be mailed to you by the State Bar's Office of Admissions. Technical questions can be answered by ExamSoft at 866-429-8889 or at [support@examsoft.com](mailto:support@examsoft.com). Neither the Office of Admissions nor the Committee of Bar Examiners is available to answer technical or registration questions.**

If you have any questions on the use of the software, visit the ExamSoft Frequently Asked Questions (FAQs) web page at <http://www.examsoft.com/barfaq>. If you encounter problems downloading or registering SofTest, you should contact ExamSoft technical support at 866-429-8889 or at [support@examsoft.com](mailto:support@examsoft.com). Technical support is available from April 15, 2005, during standard business hours, through the week before the bar examination.

After you install SofTest, you should become familiar with its features by taking a practice examination several times and no less than at least once. The practice examination is available at any time. In the practice examination mode, your answers will not be saved but you will be able to print them while the examination remains open.

**You must bring your own power cord and floppy disk drive to the test center each day of the examination.** Although an electrical outlet will be provided to you, be sure to have a fully charged battery in case of a temporary power outage. **You must not bring any floppy disks, CD's or DVD's with you, or in your laptop computer, into the examination room.** If such items are found in the examination room or in an applicant's laptop computer, they will be confiscated and will not be returned.

**Once you become certified, do not make changes to the configuration of your laptop computer. Do not uninstall the program for at least four (4) weeks following the examination in the event a backup copy needs to be accessed. Do not have someone else download the software for you.**

**Pay careful attention to and follow the instructions provided during the examination.** Use **great** care when highlighting and deleting during the examination, as well as using other functions that may significantly change a document. Applicants who do not take the time to become familiar with their laptop computers or with word processing functions should consider handwriting their examination answers. No extra time or other administrative relief will be granted in the event that an examination file is deleted or otherwise altered.

**Printing of Answers.** Examination answers will be printed by staff following the conclusion of each session. You will not be permitted to oversee the printing process. Answers are printed using a standard format, such as line spacing and font, which may cause the final printed answer to look different from what you saw on your laptop computer screen – although the substance will not have changed. If there is a problem with the printing of your answers, you may be required to bring your laptop computer to the Office of Admissions so that the encrypted backup copy of the examination answer(s) on your laptop computer's hard drive can be retrieved.

**Rented Laptop Computers.** Applicants who have rented laptop computers to use during the examination must do so before July 1, 2005, and are encouraged not to return them to the rental company for at least four weeks following the examination in the event the computer needs to be accessed.

**Laptop Computer Problems After Certification.** If after becoming certified with ExamSoft, applicants experience problems with their laptop computers, i.e., the computer crashes, applicants may return to the ExamSoft website and download SofTest into the new or repaired laptop computer any time prior to the first day of the examination.

**Any attempt to disable or tamper with the security features of SofTest is prohibited. If it is discovered that tampering has been attempted, this information will be reported to the Committee of Bar Examiners for whatever action it may deem appropriate. It is your responsibility to be familiar with your equipment, the ExamSoft software and instructions provided by the Committee and ExamSoft on its website prior to the start of the examination.**